

## **KTIP On-Line TRAINING Registration**

To serve on a KTIP committee, a person shall complete an EPSB approved training. The KTIP Committee training may be approved for up to 12 hours of professional development credit toward the continuing education requirements for resource teachers and Effective Instructional Leadership Act (EILA) credit for administrators.

### **Committee members who are Teachscape certified:**

- Complete an online component titled **KTIP Online Training for Teachscape Certified** located at: <http://www.kyeducators.org>.

### **Committee members who are not Teachscape certified:**

- Complete an online component titled **KTIP Online Face-to-Face Homework** <http://www.kyeducators.org> **AND once completed**
- Attend a face-to-face KTIP training. The face-to-face training dates are located at: <http://www.epsb.ky.gov/IMSTraining/ImSTraininginfo.aspx>. Individuals may obtain information and registration forms by contacting the university representatives listed at the above site.

### **All Committee members who have an IECE intern:**

- Each committee member shall be trained in both KTIP and Interdisciplinary Early Childhood Education (IECE) **if** assigned to an intern who has a SOE in IECE. The IECE training is only available in a face-to-face setting.
- The IECE face-to-face training dates are located at: <http://www.epsb.ky.gov/IMSTraining/ImSTraininginfo.aspx>. Individuals may obtain information and registration forms by contacting the university representatives listed at the above site. There is no homework assignment for the IECE face-to-face training.

### **Instructions for enrolling in KTIP Online homework/training**

Due to limited space, modules must be **completed within 3 calendars days** of enrollment. If it is not completed you will be unenrolled and you must enroll again.

To enroll in *KTIP On line Training/Homework*:

- Go to <http://www.kyeducators.org>.
- Click on the words "Assessment and Internships."
- Choose from the course list by clicking in the "Select" box.
- Click on "Add course to EduCart."
- Click View EduCart
- Click Checkout
- Choose New or Returning User:
  - New User
    - Follow the online registration instructions.
    - Fill in the required fields and click SUBMIT.
    - Click Finish
    - You will receive a Username and Password via email.
    - From the email follow link <http://www.kyeducators.org> and login with your Username and Password.

- If this is your first time logging in, you will be prompted to change your password.
  - Type your new password twice.
  - Under "Courses" you'll see the course name. Click on it.
  - If you need help, call the Help Desk at 1-877-740-4357 or go to: <http://www.kyeducators.org/help.asp>
- Returning User
    - You have enrolled in a KyEducators, KYVU, or KCTCS online course before.
    - Insert your Username and Password and click on "Login." The demographic data that displays on the next page will be yours.
    - Make any corrections and click the SUBMIT button at the bottom.
    - Follow the online registration instructions.
    - Fill in the required fields and click **SUBMIT**.
    - Under "Courses" you'll see the course name. Click on it.
    - If you need help, call the Help Desk at 1-877-740-4357 or go to: <http://www.kyeducators.org/help.asp>

Begin with the Introduction and complete each section of the course. Each *KTIP online Training module* has three quizzes. You must pass each quiz with a minimum of 90% in order to move to the next quiz. Then you must complete the evaluation in to receive your completion confirmation email.

Navigate course by using "next" or returning to Lessons Tab.

### **Upon successful completion of:**

#### *KTIP On-Line Face-to-Face Homework*

- You will receive an email "e-ticket".
- Print the email.
- Take e-ticket to the face-to-face workshop as your entry ticket.
- You will receive a completion certificate at the conclusion of the training.
- The trainer will enter your training into the IMS.
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#### *KTIP Online Training for Teachscape Certified*

- You receive an email confirmation of completion.
- Print the email for your records.
- Your training will automatically be entered into the IMS.